

Immanuel Lutheran Church
Altar Guild Guidebook, Responsibilities and Assignments
As of August 2013 (edited May 2014)

FLOWERS (Office Staff/Sherrri):

Post and manage flower chart. Submit names and information at appropriate time for Sherry to recognize donations in Sunday bulletin.

Flowers have usually been ordered for many years from various local vendors. Fresh flowers from members would also be a welcome donation and we have some vases in the storage room if needed. Flowers can be taken home following a service by the donating member, delivered to someone by their request, or left on altar. Special flowers are ordered by the church for confirmation. If a new guild member were to do this responsibility they would want to contact Mary Jo Beene for more specific information.

FYI: ONLY fresh cut and potted flowers (poinsettias, mums etc) are used at our church. If NO FLOWERS AVAILABLE on a Sunday vases should be removed and stored in the sacristy closet (s).

CANDLES:

All candles are oil filled. They should be checked every week. Usually will not need oil added more frequently than two weeks. Of course, this will depend on amount of burning time and if any special services such as a funeral. At least one bottle of oil under the sink in Sacristy. Bottles should be refilled from large jugs of oil stored in one of the sacristy areas.

CANDLE LIGHTERS:

Three acolyte lighters hang on side of robe closet in the sacristy. Extinguishers are a part of each lighter. Wicks in a box are in the cabinets in the main Sacristy area. Wicks in lighters should be checked a couple times a month. Lighters are now in the drawer in the main sacristy. Instructions on how to change the wick is located inside the cabinets of the main sacristy. During services acolytes are to lean lighters on the wall of the altar area next to where they sit. They are not to be left on the floor.

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FUNERAL PALL:

Immanuel has a funeral pall. It is located on top of the main cabinet in the main sacristy. If you see the Pall laying out after a funeral please return it to its proper location.

PARAMENTS AND LINENS: (Betty Reinhardt) (no email)

Paraments are changed according to the colors of the church year calendar. The paraments and linens are stored on rakes in our closet in the basement of the church. Napkins used for Communion are stored in the cabinet in the main sacristy. Please wash and iron as needed when you use them. Gloves should be worn when carrying Eucharistic vessels to altar area etc. as much as possible unless you feel you cannot securely transport them with the gloves on, or need to quickly remove something from an area.

ALBS/ROBES: (Bonnie & Mark Sassmann):

Robes and cintures are located in the main sacristy closet. Wood crosses for acolytes and one rope cincture should be worn by all acolytes. The cross hangs on each hanger with each robe. Our Pastors also store their personal albs in this same closet along with their stoles. Please make sure not to remove these without checking with the Pastors first.

POLISHING AND CLEANING EUCHARISTIC VESSELS:

Our Communion trays have a permanent finish and only need gentle washing and drying. This is the same for the Host Box. PLEASE ALWAYS CHECK WHEN DOING CLEAN UP IF WINE HAS SPILLED UNDER TOP RACK OF TRAYS. The chalice and patens are silver. We have new tarnish free bags for storage so, they need only a yearly polishing.

SUPPLIES: (Sharion Tanner and Janelle Hebbe):

I will try to do regular inventory checks but please do not hesitate to email or call me if you see something needed. This person should then contact Beverly or Sherri to place an order. (Please only Purchase what is reasonably necessary for a few months at a time).

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BAPTISM:

Unless otherwise stated all baptism supplies will be in the main sacristy. We will be notified by Pastor or the office staff prior to a baptism. Office staff will have the certificates and see that Pastor has signed them. The certificates along with the blanket for the child (made by WELCA) and a book (s) will be placed in the main sacristy by the office staff or Pastor.

Placement:

Place on the altar rail:

- Baptismal candle – remove from box.
- Flagon with water in it
- Small vial of oil or small plate with olive oil on it (if the vial is not available)
- Two cloth napkins. Pastor will use one for the recipient's forehead, the other for his/her hands. If more than one baptism at same time, be sure to count one for each baby/child/person.
- Silver shell pourer

Place in the first pew:

- Boy or girl baby quilt.
- Certificates in envelopes for parents and sponsors
- Book(s) from the Pastors

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COMMUNION:

Communion is every Sunday. You may prepare communion trays on Saturdays if you wish. We will be transitioning to using REAL bread for all services. It can be purchased or made. In any case where the bread has not arrived to the church by Saturday afternoon, then the communion wafers should be prepped.

Guild member doing preparation will assist at the altar by following the assistants, who has the wine tray, with the chalice of wine to offer on request. After a sip is taken wipe the edge of cup with napkin than rotate cup for next person.

SERVICE STYLE: Pastor will serve the services styles as follows:

- Traditional 745 service: This service is in the sanctuary. Parishioners come up center aisle directed and kneel at the railing and may leave anytime after they are served in a continuous manner. This service will use small chalices and receive bread.
- Contemporary 845 Service: This service is in the Parish hall. Parishioners will be ushered forward to the front and be offered the bread, the common cup and/or intinction.
- Traditional 1100 service: Parishioners will commune same as 845, but will be in the sanctuary.
- During the summer, we have 2 blended services at 815 and 1030 both in the sanctuary. 815 communion will be like 745 service normally and the 1030 service will be set up like the

COMMUNION TRAYS: Use PLASTIC CUPS at all services unless you are notified otherwise. The small silver chalices are to be used for special occasions and high Festival Days*. You will use the squeeze bottle dispenser to fill all the cups. NOTE: Fill center cup with wine and TWO GLASSES ONLY WITH APPLE JUICE. This should be plenty. Parishioners will be asked to dispose of their plastic cups at the baskets located on the wooden stands adjacent to the altar as they go back to their seats. Keep at least THREE TRAYS in drawers filled with empty cups to be ready for the next service or this can be prepped in between services.

Put on the altar the HOST BOX with wafers, a FLAGON OF WINE to refill chalice if necessary, and an extra napkin to wipe the chalice edge after person has sipped from cup. The Flagon will be used by the Pastors to prep communion. Use TWO PURIFICATORS for bread, one folded over each loaf of bread. **An additional purificator will be needed for the last service**, as one pastor will go to the Chapel to serve, the other pastor and the assistant will serve in the church.

When you have consecrated wine left over from the trays, before you pour back into bottle please check if some is needed in the small communion sets used by the Eucharistic ministers and/or the Pastors (The communion sets will be placed in the small refrigerator eventually). This small flagon should only be HALF FULL, as wine can spoil. Plastic cups should be cleaned and sanitized and placed on the rack to dry ONLY when we do not have enough replacements for the next service.

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CANDLES/ACOLYTES

CANDLELABRAS are only to be used for high Festival Days, all of Easter season and some special services. They are to be lit 10 minutes prior to communion services. Altar candles will be lit at the start of service by an acolyte. EXCEPTION: HIGH FESTIVAL SUNDAYS (list will be posted) when TWO acolytes will light all candles and candelabras at beginning of worship and ONE acolyte will carry the cross forward. An usher or member of Altar Guild or an Elder may be asked to light candles at 10 min. before each service begins if acolyte has not arrived.

CHRIST CANDLE

This candle in the red glass located next to the lectern in each worship space and should remain lit all the time.

PASCHAL CANDLE

This candle is the tall white candle which stand next to the lectern. It should be lit for every baptism and all during the season of Easter.

BIBLE

We use a lectionary bible on the lectern. Pastor's make sure it is opened and placed on the correct page for worship.

CLEAN UP:

Take count of used cups, also REMEMBER TO ADD PASTOR, ASSISTANTS, and ACOLYTES THAT HAVE USED CHALICE.

Record in small notebook in top drawer of main Sacristy.

Unused wine and grape juice may be returned to bottles. ALL OPENED GRAPE JUICE MUST BE STORED IN REFRIGERATOR. Wine from chalice poured on ground outside. The bread is consecrated so instead of disposing in wastebasket suggest you take it home, eat it or put out for the birds.

All Eucharistic vessels wiped off or washed and dried as necessary.

Leftover wafers in plastic container and unused full loaves of bread should either be eaten, taken home or discarded outside.

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KITCHEN AREA IN SACRISTY: Please use sinks, dish clothes, towels, plastic wrap etc. if needed. We do have some dish clothes and towels in top drawer of the main Sacristy. BOTH kitchen areas should be wiped down with disinfectant cleaner after each cleaning to keep ants and critters away. Sinks should be cleaned as well. DO NOT leave any bread or wine in the sink areas.

DESIGNATED ALTAR GUILD AREAS IN CHURCH

- Main Sacristy. All cupboards around sink. Also cupboards in main sacristy contains Baptism supplies (blankets will be supplied by the office), Advent Kerry oil candles, and large stainless and silver chalices. Closet contains Pastor and acolyte robes, cintures and Pastoral stoles.
- There is a rack in the main sacristy cabinets. All other supplies are in the second sacristy located to the left of the Altar space. Use the strainer to rinse and clean the plastic cups.
- Candelabras are to be kept behind the altar. For extra linen needs, please contact Betty Reinhardt.
- Behind the altar is the safe where all the silver items are kept. Everyone on this committee should know where the combination is.
- Revised Altar Guild instruction sheets will be up soon in the main sacristy cabinets.
- All linens are to continue to be rolled and kept rolled as to keep them from wrinkling once they have been delivered to the church. After each service, place the soiled linens on the back table in the main sacristy for cleaning and let Betty know they are there.

Other notes:

- If you are assigned and cannot perform your duties for the week, please contact the Altar Guild president so a substitute can be arranged; however, ultimately, it would be nice if you found your own replacement and simply let the office and the president know.
- Paraments need to be cleaned at least once a year and stored properly. They also need to coordinate with each season. When in doubt, check the Liturgical calendar, which will be posted in the main sacristy cabinets soon. This will tell you what color each Sunday is. Kelly Knobloch takes care of changing the long large banners in the sanctuary.
- If you are the assigned Altar Guild, one of you is responsible for securing the bread for the service; either by purchase or making it. This needs to be delivered to the church no later than 630am on Sunday morning to be used for the first service. The Pastors are usually at church by 640am on Sundays. If it's a special service where communion will be served then by at least one hour prior to the service.

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***High Festival Days:**

These are the designated high Holy Days: Reformation Sunday, All Saints Day, Christ the King Sunday, Christmas Eve, Christmas, Ash Wednesday, Palm Sunday, Maundy Thursday, Good Friday, Easter Vigil Services, Easter and Pentecost.

Description of Altar Guild Officers

Chairperson: *currently vacant*

This person will oversee all of the Altar Guild positions, make sure everyone is properly following this guidebook, following up with people who need a fill-in (or finding someone to fill in). Will also be responsible for coordinating the group meetings twice a year and will organize a church clean up once a year. This person will also once a year inventory all supplies and items and report anything that is missing, needs to be replaced, etc to church staff as soon as possible.

Supply Coordinator: Jannelle Hebbe & Sharion Tanner

This person will be in charge of weekly or monthly checking supplies and contacting the church office or the chairperson if something needs to be ordered. This person will also manage the inventory and keep track of where everything is.

Linens Coordinator: Betty Reinhardt

This person will oversee all the linens. She/ He will be responsible for making sure linens are washed and pressed and stored properly. Annually, an assessment of all linens should be done by he/him and the chairperson to decide if any items need to be replaced. This person will keep an inventory of all linens and their location.

Parament Coordinator: *Currently vacant*

This person will make sure the proper paraments are in place according to the Liturgical calendar or special service needs. This person will also be in charge of documenting (via photo album), all the banners we have and making this accessible to Pastoral staff. This person will also make sure the paraments are properly stored after use. All paraments should be covered after each worship to keep them from wear and tear in their areas.

Festival Day Assignments: *currently vacant*

This person will be responsible for calling all members to see who would like to serve on specific Holy days. To be fair, the same person does not have to do the same job year after year. It is important that we rotate so younger members can learn from the older members how to prep for these services. Assignments for Holy

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Days should be done at least 2 weeks ahead of time and then this person needs to notify the office staff who will be assisting.

Occasional Services Coordinator: Kristen Adix

This has to be a person who is available during the day. The church staff will contact you when there is a special service in which arrangements for service(s) needs to be made. We will do our best to contact you as quickly as possible, however, keep in mind, we cannot predict when funerals will be! This person will then contact others on Altar Guild to assist and help with service prep and also notify the chairperson.